



**MHEC**

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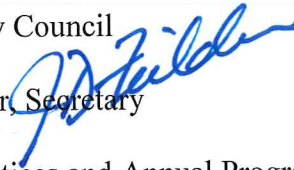
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James D. Fielder, Jr., Ph. D.  
Secretary

MEMORANDUM

DATE: August 9, 2019

TO: Segmental Advisory Council

FROM: Dr. James D. Fielder, Secretary 

SUBJECT: Report on Best Practices and Annual Progress toward the 55% Completion Goal

Please circulate this memo to appropriate campus personnel.

Since 2012, the Maryland Higher Education Commission (MHEC) has produced an annual report documenting best practices and progress toward the State's 2025 completion goal. These reports appear on the MHEC website at

<http://www.mhec.state.md.us/publications/Pages/research/index.aspx> under Annual Reports.

Previous editions of this report have demonstrated that colleges and universities are carrying out a wide range of activities designed to increase degree completion. For the 2019 report, MHEC seeks to minimize institutional burden by focusing only on changes to these programs.

Therefore, institutions are asked to report if they have either 1) implemented new programs or strategies since the last submission; or 2) discontinued initiatives since the last submission because of data-validated results. For either section of the report, institutions should summarize the data that supported the decisions to implement and/or to discontinue initiatives.

In addition, each institution is invited to review the undergraduate degree target MHEC has established for the institution, as indicated in the 2018 report that can be found via the link above.

Those institutions that choose to submit a report should provide a narrative report, not to exceed four printed pages or approximately 1,500 words, to MHEC's Director of Research and Policy Analysis, Barbara Schmertz ([barbara.schmertz@maryland.gov](mailto:barbara.schmertz@maryland.gov)) by October 1, 2019. Any comments on the undergraduate degree target may be included in the report.

If you have any further questions about the report or the institutional targets, please feel free to contact Dr. Schmertz directly. Thank you for your continued cooperation.